

Form - 3

[See sub-rule (1) of rule 6]

'Requisition slip'

Name of the records creating agency (i.e. Ministry/
Department/ Office) : _____

Name and particulars of the records officer : _____

Particulars of records or File No. requisitioned : _____

Purpose for which required : _____

Undertaking by the records officer ---

I hereby
declare that the records/ file requisitioned shall be returned to the Archivist
before the expiry of six months as required under sub-rule (2) of rule 6.

Date.....

Signature and Seal of the record Officer

Note :(Seal is required for Official purpose only)